Margins

Walden University Academic Skills Center

Part of correctly formatting a paper is ensuring that writers use proper margins throughout the paper. General APA-formatted papers should have 1-inch margins on all sides of the page:

Note, however, that capstone documents often use different margin settings:

The easiest way writers can ensure they have the correct margins in the paper is to use templates from a class or from the Writing Center’s website. If, however, writers find the need to adjust margins, Word provides a couple of options for adjusting these settings:

Option 1:

1. Choose the “Page Layout” tab
2. Select the “Margins” drop-down menu
3. Select the appropriate pre-set option (general papers will choose the “Normal” option)
Option 2:

1. Choose the “Page Layout” tab
2. Select the “Margins” drop-down menu
3. Click “Custom Margins...”
4. Adjust the margins as needed in the “Page Setup” pop-up Window
5. Choose “OK”